

**BOARD OF TRUSTEES REGULAR MEETING**  
**December 15, 2021**  
**Newport Branch**

**MINUTES**

**CALL TO ORDER**

President Tracy Smith called the regular meeting to order at 5:30 p.m.

**ATTENDANCE**

Board members present: Tracy Smith, Jon Cullick, Jessica Schweitzer and Kelley Raleigh. Attended via videoconference: Maggie Brown. Also present: JC Morgan, Library Director; Stephanie Huhn, Bramel & Ackley; Valerie Davis, Newport Branch Manager; Cody Elliot, Newport Adult/Teen Services Programmer; Andrew Moorhead, Communications Manager; Dawna Haupt, Library Accountant; and Chantelle Phillips, Assistant Director. Attended via videoconference: Michael Gregory, Technical Services Manager.

**PUBLIC COMMENTS:** None

**AUDITOR'S REPORTS:** Stephanie Huhn, of Bramel & Ackely, delivered a summary of the independent auditors' report to the Board for the library's financial statements year ended June 30, 2021. The library received a clean audit. Jon Cullick moved to approve the auditor's report as presented, Maggie Brown seconded, all were in favor and the motion carried.

**MANAGERS' REPORTS**

Valerie Davis reported on a patron who used our curbside service because they had been visiting the dog park and couldn't bring the dog inside to pick up their hold. They had walked to the dog park and called while standing in a curbside parking spot. Valerie reported on the large donation to Drop Your Drawers that Newport received from Newport Central Catholic High School. One of the students had turned it into a class project and collected over 3,000 pairs. Valerie reported on attending Light up Dayton at Dayton Schools. She added that 385 kids picked up books from our table and one kid walked away hugging his book. Valerie reported that Newport is fully staffed and things are going smoothly. As she does at each Board meeting she attends, Valerie provided the Board with a book recommendation for *All Us Villains* by Amanda Foody.

Cody Elliot reported on YART's date being moved from September to November to make it more of a holiday sale while still accompanying the Friends book sale. Cody reported that we had 40 artists this year. He added we usually only have 30 but we spread it out over both floors so we could accommodate more artists and have a better traffic flow. Cody added that we increased our record attendance by 150 this year to 450 people. We did require masks of all the artists and attendees with only one or two complaints. Plus, we raised \$395 for the Friends and received lots of good feedback from both the artists and the attendees. Cody reported that our Communications Department created some great signage for this year's event and promoted the event more to increase attendance. He added that many of the artists have already asked to come back next year.

Michael Gregory reported that things are going well in Technical Services. He added that we are still experiencing some supply chain issues, not like we were, but vendors are having out-of-stock titles and

longer fulfillment times. Michael reported that Midwest Tapes has raised processing fees because of an increase in the cost of cases. Michael reported he is working on the catalog to clean up the standard authority record entries. This will provide a cleaner search. Michael reported that he is working with the Campbell County Historical Society to supervise an intern completing a practicum for her Masters in Library Science. The student, Amanda Durbin, used to work on the patron services desk at Newport. Amanda will be cataloging the historical society's collection. Michael also reported on the diversity audit his department is doing on the collection to coincide with the efforts of the Equity and Inclusion Committee. He added the audit is currently in the conceptual stage and they are looking at benchmarks. Michael reported that we need to ensure a well-balanced collection to represent the experiences of our community members but also to broaden our communities' awareness.

Andrew Moorhead reported on Curbside Trick or Treat. Attendance for this Halloween program was around 1,500 people. Andrew added that, this year, we used the event as an opportunity to push marketing materials out into the community. We promoted our app, Libby, and children's services. Andrew reported that we also provided free trick or treat bags in our branches to younger patrons and at outreach events. He added that he saw kids use the bags for trick or treating at his house in Bellevue. Andrew reported on our two sold out Signature Series concerts in September and November at our Newport Branch. Plus, he mentioned our upcoming Signature Series events in February, March and April – all at Fort Thomas. Andrew provided copies of our book club brochure for January through June of 2022. Andrew reported on creating the 2022 Staff calendar, updating the Communication Guidelines and the Crisis Communication Plan. Andrew reported on the huge success of Drop Your Drawers. We have 11,659 pairs of socks and underwear which is a new record. Andrew reported on Kelsey Stratton's Cards for Seniors program and all the media coverage that program has received including a radio interview with DJs from Q102. Andrew reported on our new Winter Reading Challenge which starts this Friday and runs through January 17. Communications created cards for the challenge that we are passing out at the desks plus a handout that explains how to sign up for and use Beanstack. Maggie Brown asked about the wrap design for the new outreach vehicle. Andrew reported we just received the first mock up today. He added the body work will be done in January so the wrap won't happen until February.

#### **PRESIDENT'S REPORT**

President Tracy Smith reported on a thank you note from a patron about our "wonderful outreach service." The patron wanted to thank Kelsey Stratton personally for all her efforts in finding them new books to read.

#### **DIRECTOR'S REPORT**

JC Morgan asked if anyone had questions about his written report. Jon Cullick asked about the outlet installed on the light pole for the bookmobile. Jon also commented on the person from another state attending Alexandria's Book Club via Zoom. He added it's nice to be able to open our programs to more folks. Tracy Smith added that she loves the cards for seniors program. JC reported that we took 2,000 pairs of items from our Drop Your Drawers donations to send to western Kentucky to help with the relief efforts. JC thanked the Board for their thoughts and comments on his evaluation. JC reported on the increase in cost of the re-cabling project. The job was quoted in February of this year and, by the time Global Business Systems (GBS) went to purchase new cable, the price had increased by \$3,000. Plus, at both Fort Thomas and Cold Spring, GBS had to drill through exterior walls which increased the labor time. JC added GBS quoted 25 additional hours of labor at \$4,500 but he talked them down to \$3,400. They also quoted more drops than we will need so we may save some money there. JC reported that the Board needs to approve the additional \$6,400 in cost for the project. JC added that, even at this cost,

GBS is still under the next highest bid. Kelley Raleigh moved to approve the \$6,400 increase in cost for the re-cabling project, Maggie Brown seconded, all were in favor and the motion carried.

#### **COMMITTEE REPORTS**

- None

#### **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 1,500 items withdrawn from the collection. We are also disposing of a non-working television from our Carrico/Fort Thomas Branch. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. The television will be properly discarded. Jon Cullick moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Destruction of Government Records: JC reported that he keeps emails of general correspondence for two years based on the retention schedule from the Kentucky Department of Libraries and Archives. There are 119 emails from 2019 that he would like to delete on January 3<sup>rd</sup>. Jon Cullick moved to approve the deletion of the emails, Kelley Raleigh seconded, all were in favor and the motion carried.
- Review/Approval of the Investment and Volunteer Policies: JC reported that, for the Investment Policies, he corrected typos and grammatical errors without changing any meaning. For the Volunteer Policies, JC reported he brought the dress code into sync with the dress code in our Personnel Policies. He also corrected typos and grammatical errors. Jessica Schweitzer moved to approve the policies as presented, Jon Cullick seconded, all were in favor and the motion carried.

#### **UNFINISHED BUSINESS**

- Discussion of Juneteenth Holiday: JC reported that the managers suggest we have Juneteenth as a closed holiday to recognize its importance. JC added we can have PR consequences whether we remain open or close. Jon Cullick thinks it's better to be criticized for closing than not closing. Jon added that he did some research and a lot of universities and schools are closing plus it's more in line with our Values Statement. JC reported that in our strategic plan we note that we need to do more to reach out to diverse communities. Maggie Brown says that she 100 percent supports closing. Kelley Raleigh supports closing. Jessica Schweitzer does not support closing because it's in the middle of our busy season, Summer Reading. She also notes that having it as a floating holiday lends flexibility for staff to observe this or other holidays as they desire and still allows us to serve our patrons. Jessica added that being closed counters our ability to be able to serve that community. Kelley adds that she can see both sides but thinks it better to close than not. Tracy Smith stated that she prefers not to close but will go with the majority. Tracy added that she looked at the list of holidays when we don't close and it's hard to justify closing based on when we remain open plus it's in the middle of Summer Reading. Kelley asked about how we communicate closings. Jessica feels that we are closing to avoid controversy. Maggie thinks that it depends on how you value Juneteenth. Maggie Brown moved to have Juneteenth be a closed holiday, Jon Cullick seconded, three voted in favor of closing with two opposed and the motion carried.

**FINANCIAL REPORT AND MINUTES**

- Jon Cullick moved to approve the minutes and the financial reports as presented, Maggie Brown seconded, all were in favor and the motion carried.

**NEXT MEETING:** Wednesday, January 19, 5:30 p.m., at the Carrico/Fort Thomas Branch or through Zoom.

**ADJOURNMENT:** Jessica Schweitzer moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:34 p.m.

Respectfully Submitted,  
Chantelle Phillips, Assistant Director

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Tracy Smith, President

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Maggie Brown, Secretary